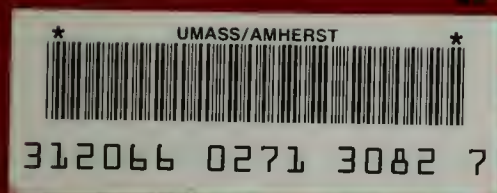


MASS.ED 20.2: H535

HIGHER EDUCATION FACILITIES INVENTORY MANUAL



FOR THE COMMONWEALTH OF MASSACHUSETTS
(REVISED JULY, 1971)

PREPARED FOR THE MASSACHUSETTS HIGHER EDUCATION
FACILITIES COMMISSION

EDUCATIONAL MANAGEMENT ASSOCIATES, CAMBRIDGE, MASS

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PREPARED FOR THE MASSACHUSETTS HIGHER EDUCATION
FACILITIES COMMISSION, EDWARD F. BOCKO, SR.,
EXECUTIVE DIRECTOR

This project was funded through the Higher Education
Facilities Act of 1963, Comprehensive Facilities Planning
Program, United States Office of Education

FACILITIES INVENTORY PROJECT
Donald M. Levine, *Project Director*

ADVISORY COMMITTEE

Harold L. Goyette, *Chairman*
H. Jackson Littlefield, Jr.
O. Robert Simha

EDUCATIONAL MANAGEMENT ASSOCIATES, CAMBRIDGE, MASS.

MEMBERS OF THE JOINT ADVISORY COMMITTEE,
HIGHER EDUCATION FACILITIES
COMPREHENSIVE PLANNING GRANT PROGRAM

Dr. Thomas C. Mendenhall
President
Smith College
Northampton, Mass. 01060

Mr. Gardner T. Pierce
Worcester Polytechnic Institute
West Street
Worcester, Mass. 01609

Mr. Alan Ferguson
Director
New England Board of Higher Education
20 Walnut Street
Wellesley, Mass. 02181

Mr. Frederick C. Ferry, Jr.
President
Pine Manor Junior College
400 Heath Street
Chestnut Hill, Mass. 02167

Dr. William Gaige
Advisory Council on Education
182 Tremont Street
Boston, Mass. 02111

Dr. David A. Gugin
Assistant Dean of Administration
University of Massachusetts
Amherst, Mass. 01002

Mr. Kurt M. Hertzfeld
Treasurer
Amherst College
Amherst, Mass. 01002

Dr. Edward Moore
Chancellor
Board of Higher Education
182 Tremont Street
Boston, Mass. 02111

Mr. Robert Ramsey
Director of Education
New England Association of
Colleges and Secondary Schools
50 Beacon Street
Boston, Mass. 02108

Dr. John Steele
Provost
Lowell Technological Institute
Lowell, Mass. 01854

COMMONWEALTH OF MASSACHUSETTS
HIGHER EDUCATION FACILITIES COMMISSION MEMBERSHIP

CHAIRMAN:

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Northeastern University
360 Huntington Avenue
Boston, Mass. 02115

Mr. Joseph S. Carter
683 Tremont Street
Boston, Mass. 02118

Mr. John M. Cataldo
National Freight Traffic Service
150 Causeway Street
Boston, Mass. 02114
(Chairman, Board of Trustees of
the State Colleges)

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53 State Street
Boston, Mass. 02109
(Chairman, Massachusetts Board of
Regional Community Colleges)

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Somerville Public Schools
81 Highland Avenue
Somerville, Mass. 02143

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Southeastern Massachusetts University
741 State Road
North Dartmouth, Mass. 02747

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41 Berkeley Street
Boston, Mass. 02116

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President
Pine Manor Junior College
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Mr. Charles P. Greene
26 Summer Street
Wakefield, Mass. 01880

Mr. Kurt M. Hertzfeld, Treasurer
Amherst College
Amherst, Mass. 01002

Mrs. Olive M. Johnson
Cambridge School Department
Business Office
1700 Cambridge Street
Cambridge, Mass. 02138

The Very Rev. W. Seavey Joyce, S.J.
President
Boston College
Chestnut Hill, Mass. 02167

Mr. Maurice Lazarus
Vice-Chairman and Director of
Federated Department Stores, Inc.
50 Cornhill
Boston, Mass. 02108

Dr. Martin J. Lydon, President
Lowell Technological Institute
Lowell, Mass. 01854

Dr. Thomas C. Mendenhall, President
Smith College
Northampton, Mass. 01060

Mr. Gardner T. Pierce
Worcester Polytechnic Institute
West Street
Worcester, Mass. 01609

Dr. Neil Sullivan, Commissioner
Massachusetts Department of Education
182 Tremont Street
Boston, Mass. 02111

Mr. Charles Whitlock
Assistant to President for Civic and
Governmental Relations
Grays Hall - 16
Harvard University
Cambridge, Mass. 02138

Dr. Robert C. Wood, President
University of Massachusetts
85 Devonshire Street
Boston, Mass. 02109

Mr. Edward F. Bocko, Executive Director
Massachusetts Higher Education
Facilities Commission
45 Bromfield Street
Boston, Mass. 02108

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THE FACILITIES INVENTORY

SCOPE

The facilities portion of the Massachusetts Higher Education Facilities Inventory Project is designed to secure a campus-by-campus, building-by-building, room-by-room physical facilities inventory from every institution of higher education in the Commonwealth of Massachusetts. The data requested are to reflect conditions as they are expected to be on September 30, of the year in which the Update is being conducted.

VALUE OF FACILITIES INVENTORY

Despite the difficulties which may be encountered in taking this inventory, it is essential that a complete, carefully executed, statewide facilities inventory be maintained to enable not just the reporting of past progress, but more importantly, to make it possible to realistically project foreseeable Massachusetts needs at the local, state and Federal levels.* These projections will assure the people of

* With appropriate facilities data available it is possible to more wisely develop schedules for constructing and financing new buildings and for rehabilitating older ones, to improve utilization practices, to develop justifiable cost-sharing budgets, to have a sound basis for making intra- and inter-institutional costs comparison, and for interpreting facility problems to faculty, trustees, and state, regional and Federal agencies as well as to citizens at large.

Massachusetts that needed facilities are being planned and will give assurance, also, that excess building capacity will not have been provided when the state's and nation's higher education construction programs reach a tapering-off point. Having such projections in realistic, frequently updated form will better assure that education, labor, industry and commerce will all have adequate time to plan, to schedule, to find personnel, to raise funds, to construct, and to complete related administrative reorganizations.

PROJECT GUIDELINES

Preliminary guidelines for the program were issued by the U.S. Office of Education in the winter of 1966-67. A Joint Advisory Committee was established to provide guidance to planning teams, to reflect the views of diverse higher educational institutional needs, and to recommend appropriate actions and decisions to the Higher Education Facilities Commission. The Joint Advisory Committee will:

- (1) Assess and approve the appropriate methodology and design suggested by any planning team that may be designated,
- (2) Assign responsibility for central collection, tabulation, and collation of data gathered from institutions,
- (3) Evaluate and assess implications of accumulated data and present any recommendations therefrom to the Higher Education Facilities Commission,
- (4) Issue calls for and serve as host for regional conferences among higher educational representatives in New England to facilitate regional planning and coordination.

TERMS AND DEFINITIONS

Two task forces and several state department staff members have cooperated in the development of acceptable terms and definitions which are to be used by all states so that all data collected will be uniformly accumulative and comparable. The Massachusetts program incorporates these terms and definitions.

MACHINE PROCESSING

The Massachusetts program is designed around a series of computerized data and information accrual systems.

DATA COLLECTION

Each institution should designate a person as Institutional Representative to coordinate the collecting and updating of its facilities inventory data. Two sets of data are being collected for all public and private higher education facilities in Massachusetts.

1. Selected building characteristics.
2. Selected room characteristics.

In a year in which an update of the facilities inventory is being conducted, each institution will either take a facilities inventory or transpose the data from its existing facilities inventory onto the Massachusetts Higher Education Facilities Inventory Forms described in this manual.

In subsequent years colleges and universities will have far less work to perform because the first year's input will be maintained on

a computer and only updating data thereafter will be requested.

Institutional representatives are urged to read this manual and the appendices prior to establishing inventory updating procedures. Uniformity in reporting data is a necessity. This is especially important since most of the statistical work will be performed by a computer. Definitions, terminology and coding in this manual can be functionally utilized on a local, state, and national basis, and have been mutually agreed upon by the U.S. Office of Education, the Massachusetts Higher Education Facilities Commission, and a number of Massachusetts collegiate institutional representatives. Institutions which are starting new space inventory programs are urged to incorporate these terms, definitions, and codes into their institutional inventory programs. Institutions which are reporting data from their own space inventories should transpose the data as carefully as possible in order to conform to the definitions, terminology and codes contained in the manual so that all data collected will be accumulative and comparable.

USE OF THE DATA

Both the U.S. Office of Education and the Massachusetts Higher Education Facilities Commission will use the collected data to develop regional, state and nationwide projections of higher education needs.

The data collected in a space inventory serves many useful purposes. These purposes include:

- . Description of space quantitatively and qualitatively
- . Description of space by type, by organizational unit, and by function
- . Assignment of space appropriate to organizational units
- . Conversion of space from one use to another
- . Projection of long-range building needs
- . Planning specific building projects
- . Determination of operating and capital budget requests
- . Determination of indirect cost rates for sponsored projects
- . Rehabilitation needs
- . Comparison with other institutions
- . Interpretation of needs to many public groups

Briefly stated, a carefully devised space inventory provides useful information in the process of making decisions which are of both immediate and long-range interest to the college or university.

Massachusetts Facilities Inventory Project will process the data it receives and will return to each institution state reports as well as reports of summary data about the particular institution. Reports to the institutions will include:

- a) Net assignable square feet summarized on a room-by-room, floor-by-floor, building-by-building, campus-by-campus basis.
- b) Net assignable square feet summarized by department on both a room and building basis.

- c) Summaries relating to the ratio of net assignable square feet to gross square feet on a floor-by-floor, building-by-building basis for each campus.

Duplicates of punched card files will be available on an institutional basis by arrangement at cost.

INSTRUCTIONS AND FORMS

This section contains:

1. GENERAL INSTRUCTIONS (Applicable to all of the following)
2. BUILDING CHARACTERISTICS INVENTORY - With Detailed Instructions
3. SAMPLE BUILDING CHARACTERISTICS FORM
4. ROOM-BY-ROOM FACILITIES INVENTORY - With Detailed Instructions
5. SAMPLE ROOM-BY-ROOM FACILITIES SHEET

GENERAL INSTRUCTIONS - To Be Used With Both Sets of
DETAILED INSTRUCTIONS Which Follow

DUE DATE

Both sets of forms will be due in Cambridge on September 15, of the year in which the Update is being conducted.

DATA COORDINATOR

Each college and university has already designated a person to coordinate the collecting and the transmitting of its facilities inventory data.

DATA

It should be possible to provide all of the requested data. However, if an institution finds it impossible to secure the data required to complete a space on any form, place a dash (-) in the space. Leave blank only those spaces which are specifically requested to be left blank.

DATA GATHERING PROCESS

After reading this manual, and reviewing the flow chart, each college and university should determine the data gathering process it will utilize.

An institution that decides it has the required information in readily accessible form will logically elect to transpose its existing data on to the required forms because it is the most economical and easiest approach.

Institutions which do not have the data readily available in their existing records will, of necessity, take a facilities inventory to gather the required data. This manual contains procedures which institutions are urged to use in taking their facilities inventories.

FORMS

Two sets of forms are to be completed:

1. BUILDING CHARACTERISTICS FORMS
2. ROOM-BY-ROOM FACILITIES INVENTORY SHEETS

Copies of the instructions and packets of both sets of the forms which are to be completed have been furnished to each institution in a quantity estimated to be adequate. Additional forms may be secured from the FIPS office in Cambridge.

Use these two forms for inventorying all of the required buildings. Prepare all forms in triplicate; retain one copy and forward two copies. (Retain manuals, instructions and unused forms.)

COMPLETED FORMS (UNFOLDED AND IN DUPLICATE)

Return to: Facilities Inventory Project (FIPS)
8 Plympton Street, Suite 43
Cambridge, Massachusetts 02138

Be sure Room-by-Room Facilities Inventory Sheets in duplicate are securely bundled and clearly labeled on a building-by-building, campus-by-campus basis.

Building Characteristics Forms in duplicate should be bundled and clearly marked on a campus-by-campus basis.

EXISTING FACILITIES ONLY

Existing facilities are defined as those in use on September 30, of the year. Facilities being planned or under construction on September 30, or which were initially occupied by the institution AFTER that date should not be included in the data reported.

BUILDINGS TO BE EXCLUDED

Do not report buildings falling within these categories:

1. Those located on remote institutional properties that are used by relatively small portions of the student body for only a short period of time each year, such as field camps, farms, and ranches. (However, if most of the farm students regularly utilize a laboratory on the farm it would of course be included).
2. Investment properties. (If business, or other commercial non-university activities are carried on in rooms or floors of a building that are rented out to industry, that portion that is rented out - as well as any other portions not used by the institution for its educational program - is to be excluded from the inventory). Note that spaces or facilities used for the educational program of an institution that are located within a building that is an investment property of the institution, and are rented from the investment property agency, should be treated as would equivalent space rented from an outside agency.
3. Hospitals not owned by the institution even though some limited research and/or instruction may be carried on in them.

4. Public schools, now owned by the institution, which are used for practice teaching. (However, student teaching rooms owned by and on the institutional campus should be included).
5. Branches, centers, or other components located outside the United States or its outlying parts.
6. Federally owned and/or operated contract research centers.

INVENTORY ASSISTANCE

In addition to providing the Facilities Inventory Manual and the packets of related inventory forms, universities and colleges can secure individual assistance with questions which arise out of collecting data for the FIPS forms. This assistance can be had by telephoning collect to the FIPS office at (617) 868-6820 or 868-6821.

BUILDING CHARACTERISTICS INVENTORYDETAILED INSTRUCTIONS - To be used with the Building Characteristics Form

- A. Type or print in the blanks provided all of the information requested in the heading. If the "Name of Institution" and its "location" are the same as "campus" and its "location" complete only the "Name of Institution" and its "location."
- B. If more than one sheet must be used, number the sheets consecutively.
- C. Instructions for supplying data are provided on a column-by-column basis on the sheets following the sample form.
- D. Use one horizontal line per building; up to 20 buildings may be placed on a sheet. Use as many sheets as necessary.
- E. The numbers in the left margin below refer to the item and column numbers on the Building Characteristics Form.
- (1) Building Number: All buildings to be inventoried should be numbered consecutively from lowest to highest number. If numbers have not been assigned, the person responsible for the inventory should assign numbers. Place on this Building Characteristics Sheet and on every Room-by-Room Inventory Sheet this same number for each building.
- (2) Name of Building: Report the institutional name for this building in not more than 24 characters, including spaces between words or abbreviations. Where the same name applies to more than one building, it is suggested that they also be numbered sequentially; for example Faculty House # 1, Faculty House # 2, etc. Use the identical name of the applicable room-by-room inventory sheet that is used on the Building Characteristics Form.
- (3) Ownership: Enter the number for the descriptive statement below which best describes the method by which it is made available to the institution for use.
1. Owned by the institution or is being paid for on an amortization schedule (i.e., the title is held by the institution or through an arrangement with a bank, HHFA, etc.).

2. Not owned, but leased or rented to the institution at a typical rate for the locality.
3. Not owned by the institution, but made available to it at either no cost or at nominal rate. (This could also be used in the case of fraternity buildings located on institutional property.)
4. Title now vested in an holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements, dormitory authority financing, etc.)
5. Not owned by the institution, but shared with an institution of less than college level. (Such as a high school or business school of less than collegiate level which is not chartered as any institution of higher education.)
6. Not owned by the institution, but shared with another institution of college level (including community colleges).

(4) Degree of Use for Graduate Program: Enter the number for the percentage below which represents your best estimate of the degree of use of this building for GRADUATE PROGRAMS. (This can be calculated on the basis of hours devoted or the number of students involved, but be consistent throughout your institution)

- | | |
|------------------|--------------------|
| 1. None | 4. 25-49 per cent |
| 2. 1-9 per cent | 5. 50-74 per cent |
| 3. 3-24 per cent | 6. 75-100 per cent |

(5) Type of School: If this building serves primarily one of the designated professional schools, enter its number. If this building serves one or more of the institution's schools other than those designated, enter "21." If this building serves approximately equally a professional school and another undesignated school, enter the number for the professional school.

- | | |
|------------------------|--|
| 1. Dental | 11. City Planning |
| 2. Law | 12. Pharmacy |
| 3. Medicine | 13. Biological Sciences |
| 4. Nursing | 14. Physical Sciences |
| 5. Veterinary Medicine | 15. Computer Sciences |
| 6. Agriculture | 16. Mathematical Sciences |
| 7. Engineering | 17. Education |
| 8. Public Health | 18. Social Work |
| 9. Government | 19. Theology |
| 10. Architecture | 20. Dormitories, Student Unions, Recreation, etc.
i.e. non-academic |
| | 21. Other |

BUILDING CHARACTERISTICS

Sheet #__ of __ Sheets for This Campus Date __/__/1968
(Day) (Month)

Name of Institution _____ (City) _____ (State)

Name of Campus _____ (City) _____ (State)

Person Preparing This Form _____, _____ (Title) _____, _____ (Telephone No.)

Note: Carefully Use Both the "General" and the "Detailed" Instructions in Completing the Following.

BUILDING IDENTIFICATION		FUNCTION			HISTORY			DESIGN CHARACTERISTICS				INVESTMENT			AREA	SOURCE OF FUNDS				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
	BUILDING NAME	OWNERSHIP CODE	DEGREE OF GRADUATE PROG.	TYPE OF SCHOOL	LOCATION	INITIALLY OCCUPIED (yr.)	YR. CONSTRUCTED	REHABILITATED/yr	SCHED'D. TO BE DEMOLISHED/yr.	TYPE OF CONSTRUCTION	NO. OF FLOORS	CONDITION	FALLOUT SHELTER	AIR COOLING	BUILDING COST	EQUIPMENT COST	ESTIMATED VALUE OF BUILDING	GROSS AREA (Sq. Ft.)	CODE NO.	AMOUNT (\$)
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	

- (6) Locations: Enter the number for the descriptive statement below that best describes the location of this building with respect to the main campus of the institution. Whenever this component (branch, campus, specialized campus, or center, is ALSO "beyond reasonable commuting distance from the main campus," change the "0" in its code to "1". For example, an extension center "located beyond reasonable commuting distance from the main campus" of its "parent" institution would be coded "14."

01. Located on the main campus, or in the same general community as the main campus but lacking other specified requirements to qualify for codes 02-04 or 12-14 below. Whenever part of a main campus is located in a different State, report that part as a branch or specialized campus. (See #'s 02 and 03 below).
02. Located on a branch or specialized campus (physically separated from the main campus) which PREDOMINANTLY offers an undergraduate program of LESS THAN FOUR YEARS and has a dean or other administrative head. Whenever the branch or specialized campus is ALSO "beyond reasonable commuting distance from the main campus, enter code "12." (Enter code (03) (or "13") if the branch or specialized campus is NOT RESTRICTED to an undergraduate program of less than four years.) (See # 03 below).
03. Located on a branch or specialized campus (physically separated from the main campus) that IS NOT RESTRICTED to an undergraduate program of LESS THAN FOUR YEARS and has a dean or other administrative head. Whenever the branch or specialized campus is ALSO "beyond reasonable commuting distance from the main campus" OR is located in a different State from the main campus, enter code "13". (Enter code ("02") (or "12") if the branch or specialized campus PREDOMINANTLY offers an undergraduate program of less than four years.) (See # 02 above.)
04. Located at a separate center offering ONLY an extension or continuation study program. This classification is for a variety of arrangements provided for off-campus courses, relatively remote to the "parent" institution, in which classes institutes, or lecture series of an institution are established

with some permanency, but with limitations on the amount and type of credits applicable to a degree. Ordinarily such a center will be located beyond 'reasonable commuting distance from the main campus' and will be coded "14."

(7) Initially Occupied (not age of building)

YEAR: Report the year this building was first occupied by the institution for its activities or purposes, whether by construction, purchase, gift, lease, or a sharing agreement.

MONTH: This entry is required only for buildings that were first occupied by the institution for 1st activities or purposes AFTER June 30, 1957. January will be listed as "01", February as "02", etc.

(8) Year Constructed: (including prior or subsequent to 1957) Report the year the building was completed; report only the terminal three digits. (This date may be many years before the college acquired the property. If exact year is indeterminate make a rough estimate).

(9) Year of Rehabilitation and/or Modernization: If this building has undergone a major rehabilitation or major rehabilitations since its acquisition, report the year in which the most recent rehabilitation of a building was completed. Rehabilitation refers to the restoration of a building to approximately its original optimum condition without major alterations or expansion; normally it is the making of extensive necessary repairs and taking care of deferred maintenance, with no capital outlay being involved. (Use a dash (-) if this item is not applicable). (Includes rewiring, replumbing, new heating or air cooling systems, painting, etc.).

(10) Scheduled to Be Demolished: If it has been firmly established that a building will be torn down some time prior to the end of 1975-76, estimate here the year demolition is likely to begin. Report only the terminal two digits.

(11) Type of Construction: Enter the number for the descriptive statement below which best describes the type of construction (structural system) for this building.

1. Wood-frame construction.
 2. Wood-frame with masonry veneer construction.
 3. Load-bearing masonry walls and wood construction.
 4. Load-bearing masonry walls and steel construction.
 5. Steel skeleton with masonry walls construction.
 6. Lift-slab reinforced concrete construction.
 7. Reinforced concrete construction.
 8. Quonsets and temporary steel buildings.
 9. Miscellaneous (other) construction.
- (12) Floors: Report the number of floors (stories) in the building. enter "01" for one floor, "02" for two floors, etc. (Include basements, attics, and others if usable, i.e. 6 ft. 6 in. in height with usable flooring. A Mezzanine, if separately occupiable, is to be listed as a separate floor).
- (13) Condition: "Condition" refers to the condition of the building only on the inventory date, not to the condition of its movable equipment and furniture. Enter the rating number from the descriptive statements below which best describes the condition of the building.
1. Satisfactory condition.
 2. Needs major rehabilitation (restoration to approximately its original optimum condition without major alterations, modernization, or expansion; the making of extensive necessary repairs and taking care of deferred maintenance).
 3. Needs major remodeling, updating or modernization without change in function; (i.e., updating lighting, installing ceiling tile, carpeting, with little or no change in partitions, etc.). Note: The meaning of "major" is a substantial portion (50 per cent or more) of the building in terms of space.

4. Needs major alteration (major changes in function of building, i.e., gutting, extensive rearrangement of spaces, walls, etc. Note: The meaning of "major" is a substantial portion (50 per cent or more) of the building in terms of space.)
5. Should be razed, but the need for its space and the lack of funds to build a replacement force continuation of its use.

(14) Fallout Shelter: Enter the number for the descriptive statement below which best describes the status of this building in the National Shelter Survey as a shelter for protection from fallout or radioactive materials.

1. Building was NOT included in the National Shelter Survey.
2. Building WAS included in the National Shelter Survey, but was NOT licensed as a fallout shelter.
3. Building was LICENSED as a fallout shelter by the National Shelter Survey, but has NOT been stocked with supplies.
4. Building was LICENSED as a fallout shelter in the National Shelter Survey, and is STOCKED with supplies.

(15) Per cent Air-Cooled: Air cooled is intended to include mechanical refrigeration, evaporative cooling, or other systems of air-cooling other than mere movement of air by fans. It is not the intention here to restrict reporting to those systems commonly referred to as "air-conditioning" (dehumidification, cooling, and movement of air). Enter the number for the percentage below which represents the portion of the gross area that is air-cooled.

- | | |
|-------------------|--------------------|
| 1. None | 4. 25-49 per cent |
| 2. 1-9 per cent | 5. 50-74 per cent |
| 3. 10-24 per cent | 6. 75-100 per cent |

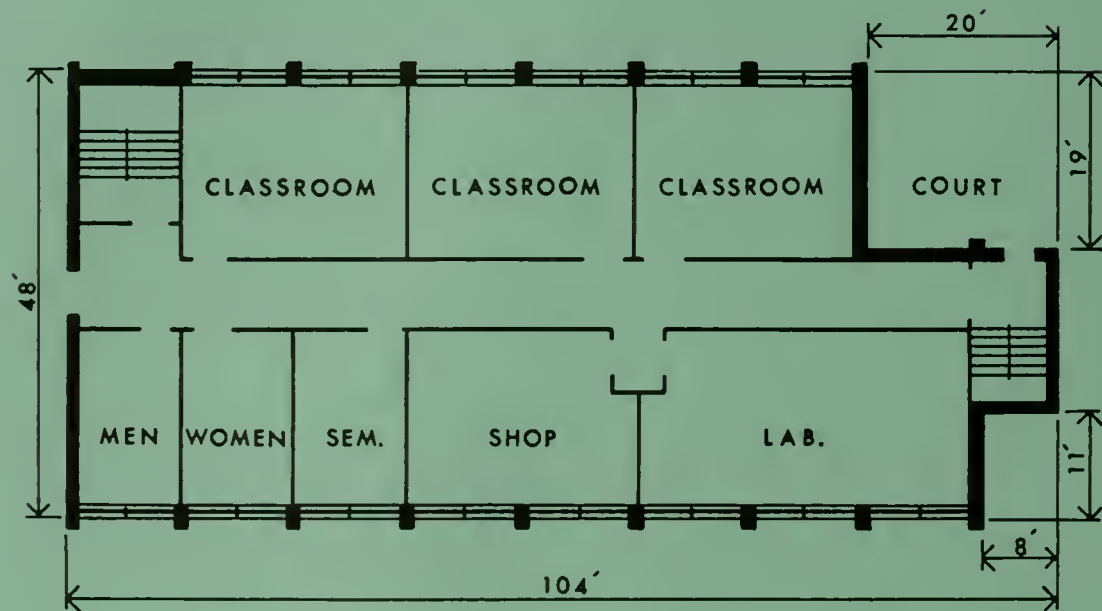
(16) Building Cost: Report to the nearest thousand dollars the plant fund investment for this building (and any additions that may have been made) as it is carried in your records. If, on the institution's records, the plant fund investment for construction is included in one lump sum, list the lump sum to the nearest thousand dollars ONE TIME and write "lump sum" above the entry. Institutions reporting building investment on a lump sum basis should enter "L.S." on all forms except the one on which the actual lump sum figure is reported. If the cost of the equipment has been

capitalized in the cost of the building, do not report separately in this box but enter "IN BLDG". When the equipment investment for a building includes that of other buildings, place an asterisk (*) above the entry and add an explanatory note such as "includes (name of building)." The related schedule should have an entry of "L.S." with an asterisk above. The explanatory note should read, "includes (name of building)."

- (17) Equipment Cost: If, on the institution's records, the plant fund investment in equipment for this building is included in one lump sum, or is carried by the departments, list the lump sum to the nearest thousand dollars ONE TIME and write "lump sum" above the entry; or list the departmental sum on a separate sheet. Institutions reporting equipment on a lump sum basis should enter "L.S." on all forms except the one on which the actual lump sum figure is reported. If the cost of equipment has been capitalized in the cost of the building, do not report separately in this box, but enter "IN BLDG." When the equipment investment for a building includes that of other buildings, place an asterisk (*) above the entry and add an explanatory note such as "includes (name of building)." (Library books, motor vehicles, fire trucks, moveable office equipment, and items considered to be supplies should not be included in the total figure). (Heavy or expensive equipment, even though not fastened to floors or walls, can be considered "fixed" equipment for this column 17. Relatively inexpensive and easily transportable equipment is "moveable" for this column.)
- (18) Estimated Value of Building: The value of this building on the inventory data (including the value of connecting utilities and foundations) and its fixed equipment should be reported (to the nearest thousand dollars) as the full insurable value. If the building is not insured, an estimate should be made and the method used in arriving at this estimate should be reported on the reverse side of the form or on a separate sheet attached to it. (Insert a dash (-) if the building is in rented space.)
- (19) Gross Area: Report the gross area of this building in square feet. The gross area of a building is here defined as the sum of the areas at each floor level included within the principal outside faces of exterior walls, neglecting architectural set-backs or projections. Include all stories or spaces which have floor surfaces with clear standing headroom (6' by 6' minimum) that are being used or can be adapted to use for some aspect of the programs.

(See illustration: Computing Gross Area, Page II - 14)

ILLUSTRATION: COMPUTING GROSS AREA



Gross Area = length x width + insets or offsets (outside dimensions).

Therefore:

$$\underline{\text{Gross Area}} = 48 \times 104 - (20 \times 19 + 8 \times 11) = 4,524 \text{ sq. ft.}$$

(20) SOURCES OF FUNDS (FINANCING) INFORMATION RELATED TO ALL BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1958

SOURCE: Report appropriate code(s) from the list below for the source of funds for financing the construction or acquisition of this building. Provision is made for as many as three sources and related amounts.

Codes for Source of Funds by Category (Col. 20)

Government Appropriations	Direct Tax Levy	Revenue Bonds	Other (Cont.)
01. State Government	08. State Government	15. College Housing Loan Program(HHFA)	sources outside the institution
02. Local Government	09. Local Government	16. Other than from HHFA	23. Source unknown
FEDERAL GOVERNMENT GRANTS	GENERAL OBLIGATION BONDS	OTHER	24. Other (specify on reverse side of form)
03. Title I HEFA, P.L. 88-204	10. State Government	17. Pledged student building fees	
04. Title II HEFA, P.L. 88-204	11. State Authority	18. Gifts and grants	
05. Public Health Service	12. Local Government	19. Current funds	
06. National Science Foundation	13. Institutional	20. Investment of or borrowed from endowment funds	
07. Other (specify on reverse side of form-NASA, AEC DOD, etc.)	14. Title III HEFA loans under P.L. 88-204	21. Investment of or borrowed from other college funds	
		22. Borrowed from private or commercial	

(21) AMOUNT: Report the amount received from each of the coded sources in column (20). The total for column (21) should coincide with the entry for item(16) or (16) and (17). If insufficient space exists on the form for these entries, place the additional data on an attached sheet of paper referring it to the proper Building Number (listed in Column 1).

ROOM-BY-ROOM FACILITIES INVENTORY

DETAILED INSTRUCTIONS - To Be Used With The Room-By-Room
Facilities Inventory Sheet

- A. Only assignable rooms and spaces are to be inventoried. (These include all rooms and spaces listed in the appendix in the "Type of Room" section - with exception of the 010, 020, 030. and 040 types.)
- B. All requested data are to be reported on the "Room-By-Room Facilities Inventory Sheets" supplied with this Manual; a sample of this sheet is printed hereafter. Instructions for completing each column on the sheet are printed on the pages following the sample.
- C. Institutions which have the requested data on existing, up-to-date accessible records may transpose the information on to the "Room-By-Room Facilities Inventory Sheets" without physically taking another room-by-room survey. Caution should be exercised to ascertain that all data so transposed meet the criteria established throughout the "General Instructions" and the "Detailed Instructions"
- D. Institutions which do not have the requested data in a readily accessible form will necessarily have to undertake a room-by-room inventory of all assignable areas.
- E. Each college and university in the State is to provide the Facilities Inventory Project Staff with a bound, identified bundle of the prescribed "Room-By-Room Inventory Sheets" in duplicate, for every building listed on its Building Characteristics forms.
- F. Room-By-Room Facilities Inventory Sheet. Be sure that every entry is legible and is confined within the space provided for the entry. When in doubt about any entry make any necessary notes or sketches in the area provided under Item (18) on the back of the sheet so that decisions concerning the entry may be made at a later time in consultation with the person on the campus who is responsible for the institutions's inventory.

DETAILED INSTRUCTIONS (continued)

There are 20 lines, lettered "1" to "20" in the column numbered (4). Each line is for listing the data of one assignable room. If a building to be inventoried has 20 or fewer such rooms, then only one of these inventory sheets will be needed for that building. If the building has more than 20 such rooms, two or more sheets will be needed; see item (17). If there are 11 to 20 rooms on a floor there is no objection to the use of a sheet per floor for multi-floored buildings. Each room must be recorded individually. (Do not employ methods such as "third floor same as second"). Do not use one sheet for two or more buildings, even if each building has only three or four assignable rooms. The data for the assignable rooms for a given building should appear only on the sheet or sheets that have that building's name and number as Items (2) and (3).

It is suggested that the room-by-room analysis be taken in working form on a set of these sheets, and that when the inventory for the entire institution has been completed and verified, three legible copies of the entire set of sheets be secured by photocopying, or other mechanical process. Legible typed copies are also acceptable.

G.. Instructions for the Numbered Items on the Room-By-Room Facilities Inventory Sheet:

- (1) Institution, Campus, Address: Write the full name and address of the institution and campus (i.e. Boston University, Boston, Massachusetts.)
- (2) Building Name: Write in the full name of the building as carried in official institution records. The name must be the same as written on the "Building Characteristics" Form. (No more than 24 characters can be printed out by computer in this space.)
- (3) Building Number: Enter the official inventory number of the building named in Item 2. The numbers must be the same as those provided in the "Building Characteristics" Form. (Maximum of 24 characters).
- (4) Line: One line should be used for the data for each assignable room. No sheet should contain the data for more than 20 rooms.
- (5) Room Number: Enter the room number as posted at the entry to the room. If the room is not numbered supply a non-repetitive number of one to four digits on both the sheet and the floor plan

being used to control the inventory process. If a name is commonly used for the room rather than a number, assign a number to the room and enter the number and name of the room in Item (17). Every room must be identified by a number and/or a letter.

- (6) Organizational Unit: Enter the institution's own name of the organizational unit (academic department, administration unit) which occupies the room, (i.e., Business Office, Dean of Students, Student Housing, French Department, Agricultural Research, etc.), When in doubt as to the actual occupant, verify with the appropriate administrative person.
- (7) Institutional Code: If the institution has its own code number for the organizational unit, enter that number in this space. (Notations in this field are designed solely for internal use within the individual institution and may be employed to record, if desired, the square footage of blackboard space or other similar information).
- (8) Unit Code: Enter that one code number from the Standard Classification of Organizational Units and Subject Fields in the Appendix (See Page IV - 3) which is most appropriate. This code designation is to be verified by the persons responsible for the room-by-room facilities inventory or the appropriate administrative official prior to submitting sheets to Cambridge.
- (9) Type of Room Name: Enter the type of room name used by the institution for each room (i.e. faculty office, analytical laboratory, dining room, etc.).
- (10) Type of Room Code: Enter the appropriate type of room code from the Standard Type of Room Classification in the Appendix (See Page V - 1). When in doubt, review the definitions of types of rooms in order to make decisions, or make notes which will allow a decision to be made with the person responsible for the room-by-room facilities inventory.
- (11) Stations: Enter the number of stations (seats, work stations, carrels, beds, etc.) for only the following categories: Classrooms (code 110) class laboratories (code 210), study facilities (codes 410 and 430), assembly facilities (Code 610), and residential facilities (codes 911 - 930). In most institutions a registrar, a dean, or some other official who is charged with the assignment of classes has a list of all the rooms with their official capacities. These are the figures

to use for classrooms, class laboratories and assembly facilities regardless of whether more chairs could be put in or not. In much the same manner, somebody in the librarian's office usually has a list of the official capacities (the number of stations) of the various study facilities of the institutions. For residential facilities for unmarried students the figure used is usually the number of beds in each such facility. For residential facilities for married couples the number of stations is usually determined by the number who could legitimately be housed in each such facility.

- (12) Net Assignable Area ; For each room enter the net assignable square feet to the nearest whole number computed (785 not 784.7), using dimensions to the nearest six inches.

If the net assignable area is available for any or all rooms it may, of course, be transferred for such rooms to the Room-By-Room Facilities Inventory Sheet. If the net assignable square feet of each room is not available, it may be taken either from floor plans and blue prints, or by an actual measuring of the rooms in question.

Techniques for taking room measurements are suggested on Page III - 1.

- (13) Research: Give to the nearest whole number your best estimate of the per cent to which each room is used for research. In none, insert "0". Institutional or student research is not to be included in this percentage unless supported by outside grant funds. Undergraduate "research" in general, should not be included.

Examples of the types of rooms often wholly allocated to research are non-class laboratories, offices assigned to research personnel, and related service facilities. Many rooms are only partially allocated to research as so defined. Each institution's own method of allocating space to research will be accepted - i.e., based on percentage of use on a time basis or salary basis.

- (14) Date of Record: Enter here the date when the entries were completed on each sheet.

- (15) Recorded by: Enter here the name of the person recording the data.

- (16) Numbering Sheets: If more than one inventory sheet was used to record the data for assignable rooms for a given building, number those sheets consecutively and place the sheet number in the first blank space and the total number of such sheets for that building in the second space.
- (17) Notes and Dimensioned Sketches: This space is to be used to make any notes, sketches, or dimensions needed to complete an Item. Cross reference each note, sketch and dimension with the corresponding room number.

ROOM BY ROOM FACILITIES INVENTORY SHEET

(1) Institution _____ Campus _____

Address _____

(2) Building Name _____ (3) Building No. _____

(Do not write in the above box)

Line (4)	Room Number (5)	Organizational Unit		Org. Unit and Subject Field Code (8)	Type of Room		Sta- tions (11)	Net Assign- able Area (Sq. Ft.) (12)	Research (Percent) (13)
		Name of Unit (6)	Inst. Code (7)		Name of Room (9)	Code (10)			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

(14) Date of Record _____ (15) Recorded by _____ (16) Sheet _____ of _____ Sheets
for This Building

(17) Notes and Dimensioned Sketches:

ROOM MEASURING TECHNIQUES

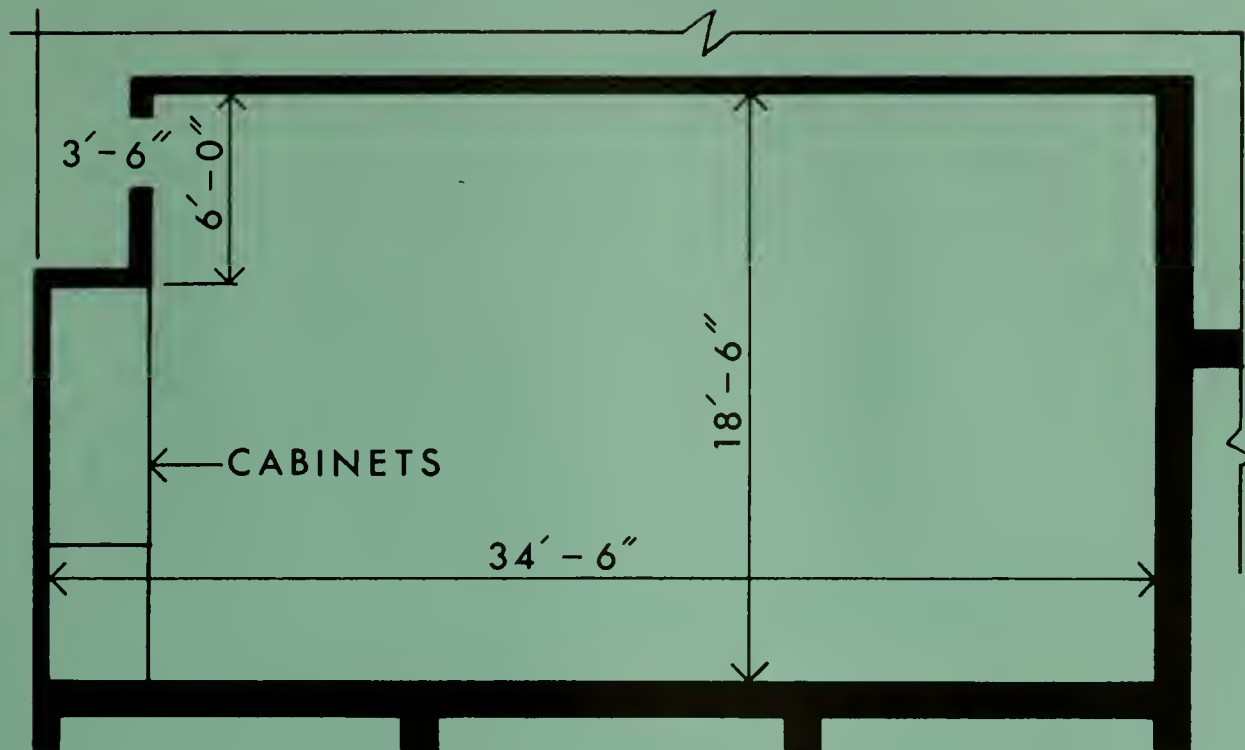
To secure dimensions from drawings or by actual room measurements, it is suggested that this procedure be followed after assigning a person(s) with the knowledge and skills to read and follow the instructions in the Manual, to read drawings, to take wall-to-wall measurements and to compute totals. (This work can generally be performed by buildings and grounds supervisors and their assistants):

- a. First determine how much of the room measuring can be completed by using existing floor plans and blue prints. Only those drawings or sections of drawings should be used which are known to accurately reflect actual conditions.
- b. Then prepare a scaled, single line, simply prepared, floor plan for all floors for all buildings for which a reliable floor plan or blue print does not already exist. (See illustration, page 31)
- c. From the Building Characteristics forms, prepared as the first part of the inventory program, take the number and name of every building--Items (1) and (2)--and place them on the corresponding building and floor plans.
- d. Assemble the following items:
 - 1 set of floor plans for every building to be inventoried
 - Room-By-Room Facilities Inventory Sheets
 - Instructions
 - Pencils
 - 50-100' steel measuring tape
- e. Enter the name and address of the institution and its campus as Item (1) on all Room-By-Room Facilities Inventory Sheets that are to be used for the inventory.
- f. Assemble a stack of Room-By-Room Facilities Inventory Sheets for each building to be inventoried and enter the name of the building and its number as Item (2) and (3) respectively of each sheet to be used for that building.
- g. The sheets in each stack should then be marked with room numbers of all of the assignable rooms therein, being

careful to keep the sheets in numerical order, floor-by-floor, building-by-building.

- h. Use reliably scaled and dimensioned floor plans and blue prints to the extent they are available. The information requested for each assignable room should be entered in the appropriate place on each sheet to the extent that such information is available from the plans or from the accurate knowledge of the recording team.
- i. A survey on the site should then be made of all assignable rooms in each building for which measurement data could not be secured from the floor plans. Two persons with the items listed in #d above should go floor by floor, from the top to the bottom of each building to be inventoried, to secure data on all rooms for which the data were unobtainable from existing floor plans.
- j. These two persons should identify each building and analyze it sequentially room by room. The findings should be concurrently entered on both the floor plans and the Room-By-Room Facilities Inventory Sheet. Rooms should be measured and recorded in numerical sequence. One person can hold the free end of the tape against one baseboard, while the second person can read the measurement off the tape while holding the coiled end of the tape against the opposite baseboard. The person with the clipboard records the length and the width both on the floor plans and in the "Notes" space, Item (18), on the Room -By-Room Facilities Inventory Sheet as soon as they are read out by his team mate.
- k. When the inventory is finished the institution will have a complete set of floor plans dimensioned and numbered with the same data as appear on the inventory sheets.
- l. Example of measuring individual rooms:

(see next page)



Net Assignable Area = length x width + insets or offsets (inside dimensions)

$$\text{Net Assignable Area} = (34' - 6'' \times 18' - 6'') - (6' - 0'' \times 3' - 6'') = 617 \text{ s.f.}$$

- m. Alcoves, major offsets, irregularly shaped rooms, etc. often complicate the measuring process. In such cases it may prove helpful to draw a freehand sketch with necessary measurements on the sheet, Item (18), so that the area can be verified or calculated at a later time.

APPENDIX A

ORGANIZATIONAL UNIT

STANDARD CODES

AND

DEFINITIONS

STANDARD ORGANIZATIONAL UNIT CLASSIFICATION

Institutions of higher education vary widely in their organization. Tables of organization range from colleges without any departmental structure to institutions organized by departments, divisions, colleges, institutes, and so on. Examples can be found of single departments organizationally responsible to two or three colleges within an institution.

Despite these widely divergent patterns of organization, it is possible to distinguish certain elements of commonality however formally or informally these may reflect themselves in a table of organization. Eight broad categories of organizational units have been identified, not all of which occur in the case of any given institution:

1. Departments of Instruction and Research
2. Organized Activity Units
3. Organized Research Units
4. Public Service Units
5. Library
6. General Administration and Institutional Services
7. Auxiliary Services
8. Non-institutional Agencies

The first four of these Organizational Units are capable of further subdivision into subject-matter areas. While it might be possible to enumerate all of these subject-matter areas, practical considerations of data summary and analysis require that some meaningful grouping be established.

SUMMARY OF STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS & SUBJECT FIELDS

1000 DEPTS. OF INSTRUCTION & RESEARCH

1100 GENERAL OR UNCLASSIFIED

1110 General

1120 Unclassified

1199 (Classrooms)

1200 LIFE SCIENCES

1210 Biological Sciences

1220 Agricultural Sciences

1230 Health Sciences

1231 Medicine

1232 Veterinary Med.

1233 Dentistry

1234 Nursing

1235 Pharmacy

1236 Public Health

1238 Other

1239 General

1299 General Life Sciences

1300 M. C. P. E. SCIENCES

1310 Mathematical Sciences

1320 Computer Sciences

1330 Physical Sciences

1340 Engineering Sciences

1399 General MCPE Sciences

1400 BEHAVIORAL SCIENCES

1410 Psychology

1420 Social Sciences

1499 General Social Sciences

1500 HUMANITIES

1510 Fine Arts

1520 Letters

1599 General Humanities

1600 PROFESSIONS

1610 Admin. Professions

1620 Education

1630 Environmental Design

1640 Home Economics

1650 Law

1660 Social Work

1670 Theology

1690 Other Professions

1699 General Professions

1700 TECHNICAL-VOCATIONAL

1705 Agricultural

1710 Apparel

1715 Business

1720 Construction

1725 Eng. & Industrial

1730 Graphic Arts

1735 Health

1750 Public Service

1760 Transportation

1790 Other

1799 General

1800 PHYS. ED. & MIL. SCI.

1810 Physical Education

1820 Military Sciences

2000 ORGANIZED ACTIVITY UNITS

2100-

2820: Same as 1100-1820

3000 ORGANIZED RESEARCH UNITS

3100-

3820: Same as 1100-1820

4000 PUBLIC SERVICE UNITS

4100-

4820: Same as 1100-1820

5000 LIBRARY

6000 GEN. ADMIN. & INST'L SERVICES

7000 AUXILIARY SERVICES

8000 NON-INSTITUTIONAL AGENCIES

9000 UNASSIGNED

9081 Inactive

9082 Alteration or Conversion

9083 Unfinished

(See succeeding pages for definitions
of the above categories.)

STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS AND SUBJECT FIELDS

In this classification system, the first digit of the four-digit code number identifies the standard organizational-unit category, and the last three digits identify the standard subject-field category. The same three-digit coding of subject-field categories is used in each of the first four organizational-unit categories; the fifth and succeeding organizational-unit categories (5000-9000) are not classified by subject fields.

In the subject-field classification system, the broad categories coded in multiples of 100 are intended only for captions and subtotals in tabulated reports. For departments and other organizational units with subject fields too broad for specific identification in this system, the most appropriate code with 9 as the last digit should be used, except that units significantly representing two or more subject fields here coded in multiples of 100 should be coded -110, with the appropriate organizational-unit code as the preceding digit.

The subject-field code -199 is reserved for rooms classified as classroom facilities (room-type codes 110 and 115). The subject-field coding of all such rooms should be -199, preceded by the appropriate organizational-unit code, irrespective of any departmental assignment indicated in the institution's own records, so that those rooms (classrooms and classroom service rooms only) will be consistently excluded from the subject-field data of all institutions. (Note: The subject field of all other general-assignment rooms for departments of instruction and research should be coded 1110 if no more specific coding is appropriate.

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH

This code is to be used for all organizational units that are primarily for the carrying on of the instructional and research activities of the institution as distinct from any of the other organizational units that follow. Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. The difficulty in this category centers around the inclusion or exclusion of various research projects. The source of the funds is not important for this nor for the "3000" category. What is important here is whether the research is organizationally part of a department of Instruction and Research. Therefore, a project to test readiness of preschool children for nursery school activities that was organized by the department of education, for example, and is under that department's organization and control, would be coded "1000" whether the

the funds come from the Federal Government, a foundation, or the university's own budget.

1100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

1110 GENERAL: Identifiable but broader than any category below - e.g., dean of arts and sciences.

1120 UNCLASSIFIED: Not identifiable - e.g., students with no declared major.

1199 (Classroom Facilities: Room-type codes 110 and 115).

1200 LIFE SCIENCES

1210 BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 1220 and 1230).

1220 AGRICULTURAL SCIENCES: As 1210, but in an agricultural college or school, including forestry, but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine. (See also 1232, 1340, 1420, 1620, 1640, and 1705).

1230 HEALTH SCIENCES: (Professional level; see also 1735).

1231 MEDICINE: All basic medical sciences and clinical specialties.

1232 VETERINARY MEDICINE

1233 DENTISTRY

1234 NURSING

1235 PHARMACY

1236 PUBLIC HEALTH

1238 OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.

1239 GENERAL HEALTH SCIENCES:

1299 GENERAL LIFE SCIENCES

1300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, Engineering)

1310 MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

1320 COMPUTER SCIENCES: Includes information and computing sciences.

1330 PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

1340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, ceramic, chemical, civil, construction, electrical, electronic, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc.
(See also 1725.)

1399 GENERAL M. C. P. E. SCIENCES

1400 BEHAVIORAL SCIENCES

1410 PSYCHOLOGY

1420 SOCIAL SCIENCES: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i. e., interdisciplinary studies of geographically defined areas.

1499 GENERAL BEHAVIORAL SCIENCES

1500 HUMANITIES

1510 FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance.
(See also 1730.)

1520 LETTERS: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e. g., comparative religion (but see also 1670); speech if not primarily dramatic arts; journalism if not a professional school (see also 1690).

1599 GENERAL HUMANITIES

1600 PROFESSIONS (Professional schools not included above.)

1610 ADMINISTRATIVE PROFESSIONS: Business administration; institutional administration, including hospital administration; public administration; etc.
(See also 1715.)

1620 EDUCATION: Includes agricultural education, business education, etc.

1630 ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

1640 HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

1650 LAW

1660 SOCIAL WORK

1670 THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs, such as the Higher Educational Facilities Act of 1963 and related subsequent legislation.

1690 OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

1699 GENERAL PROFESSIONS

1700 TECHNICAL-VOCATIONAL FIELDS

1705 AGRICULTURAL TECHNOLOGIES

1710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES

- 1715 BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.
- 1720 CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.
- 1725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.
- 1730 GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.
- 1735 HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.
- 1750 PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.
- 1760 TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.
- 1790 OTHER TECHNICAL-VOCATIONAL FIELDS: Other specific technical-vocational fields, not properly classifiable above.
- 1799 GENERAL TECHNICAL-VOCATIONAL FIELDS
- 1800 PHYSICAL EDUCATION AND MILITARY SCIENCES
 - 1810 PHYSICAL EDUCATION: Includes health and recreation education as in "HPER" departments. Includes intramural athletic programs administered by the

physical-education department, but excludes inter-collegiate athletics if organizationally separate.
(See 7000.)

1820 MILITARY SCIENCES: Air and Aerospace R. O. T. C. ,
Army R. O. T. C. , Navy R. O. T. C. , and equivalent.

2000 ORGANIZED ACTIVITY UNITS

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; dental clinics; laboratory schools; dairies; creameries; speech and hearing clinics; any other organizationally separate and physically identifiable units which are functionally related to departments of instruction and research, and/or to organized research units, along with the administrative offices, service and support areas which are functionally related to departments of instruction and research and/or research units. A demonstration school with its own classrooms, laboratories, etc., organized and operated by a department of education would be included; but if it is controlled, organized and operated by a public school system or a private school group, then it should not be included. A practice apartment run by a school or department of education or home economics education would be included, but would not be included if it were part of and controlled and operated by a church group, for example, and the university students were merely allowed to make use of it.

2100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 2110 GENERAL (Broader than any one multiple of 100 below).
- 2120 UNCLASSIFIED (This category should be avoided).
- 2199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, organized activity units.

2200 LIFE SCIENCES

- 2210 BIOLOGICAL SCIENCES
- 2220 AGRICULTURAL SCIENCES
- 2230 HEALTH SCIENCES
 - 2231 MEDICINE
 - 2232 VETERINARY MEDICINE
 - 2233 DENTISTRY
 - 2234 NURSING
 - 2235 PHARMACY
 - 2236 PUBLIC HEALTH
 - 2238 OTHER HEALTH SCIENCES
 - 2239 GENERAL HEALTH SCIENCES
- 2299 GENERAL LIFE SCIENCES

2300 M.C.P.E. SCIENCES

- 2310 MATHEMATICIAN SCIENCES
- 2320 COMPUTER SCIENCES
- 2330 PHYSICAL SCIENCES
- 2340 ENGINEERING SCIENCES
- 2239 GENERAL M.C.P.E. SCIENCES

2400 BEHAVIORAL SCIENCES

- 2410 PSYCHOLOGY
- 2420 SOCIAL SCIENCES
- 2499 GENERAL BEHAVIORAL SCIENCES

2500 HUMANITIES

- 2510 FINE ARTS
- 2520 LETTERS
- 2599 GENERAL HUMANITIES

2600 PROFESSIONS

- 2610 ADMINISTRATIVE PROFESSIONS
- 2620 EDUCATION
- 2630 ENVIRONMENTAL DESIGN
- 2640 HOME ECONOMICS
- 2650 LAW
- 2660 SOCIAL WORK
- 2670 THEOLOGY
- 2690 OTHER PROFESSIONS
- 2699 GENERAL PROFESSIONS

2700 TECHNICAL-VOCATIONAL FIELDS

- 2705 AGRICULTURAL TECHNOLOGIES
- 2710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
- 2715 BUSINESS TECHNOLOGIES
- 2720 CONSTRUCTION TECHNOLOGIES
- 2725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
- 2730 GRAPHIC ARTS TECHNOLOGIES
- 2735 HEALTH TECHNOLOGIES
- 2750 PUBLIC SERVICE TECHNOLOGIES
- 2760 TRANSPORTATION TECHNOLOGIES
- 2790 OTHER TECHNICAL-VOCATIONAL FIELDS
- 2799 GENERAL TECHNICAL-VOCATIONAL FIELDS

2800 PHYSICAL EDUCATION AND MILITARY SCIENCES

- 2810 PHYSICAL EDUCATION (See 1810. Note that an administratively separate organized activity unit for intramural athletic programs could appropriately be coded 2819, but that an organizationally separate intercollegiate athletic program should be coded 7000 - Auxiliary Services, irrespective of the budgetary classification in the institution's own records.)

- 2820 MILITARY SCIENCES

3000 ORGANIZED RESEARCH UNITS

Research institutes, laboratories, museums, etc., which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does not include research projects which are organizationally part of and physically indistinguishable from, the other research activities in a department of instruction and research. The distinction in this category is that the research unit is organizationally separate and physically identifiable from a department. A Research Institute for Instructional Studies that is separately housed, organized, and operated and is not part of any department, whether of history, sociology, economics, government, etc., would be included under 3000. So would a separately housed, organized and operated Laboratory for Cosmic Ray Research that was not part of a department of physics or of meteorology, for example. A research museum for Cultural Artifacts would be included if it were for research, and separately housed, organized, and operated apart from a department of Anthropology or of Classics, etc. Research museums (as distinct from departmental museums or general museums, i.e., non-research museums) are relatively rare.

PLEASE NOTE: This is not the same information that is requested under item 13 Research on page II-19. Under that heading the information requested deals with the percentage of use of a room for research purposes -- only those researches supported by outside grant funds are to be included -- and the organizational form is immaterial. For this item 3000 the organizational form is the major consideration and the source of funds is immaterial.

3100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 3110 GENERAL (Broader than any one multiple of 100 below).
- 3120 UNCLASSIFIED (This category should be avoided).
- 3199 (Classroom Facilities; Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, organized research units).

3200 LIFE SCIENCES

- 3210 BIOLOGICAL SCIENCES
- 3220 AGRICULTURAL SCIENCES
- 3230 HEALTH SCIENCES
 - 3231 MEDICINE
 - 3232 VETERINARY MEDICINE
 - 3233 DENTISTRY

- 3230 HEALTH SCIENCES (Continued)
 - 3234 NURSING
 - 3235 PHARMACY
 - 3236 PUBLIC HEALTH
 - 3238 OTHER HEALTH SCIENCES
 - 3239 GENERAL HEALTH SCIENCES

3299 GENERAL LIFE SCIENCES

3300 M.C.P.E. SCIENCES

- 3310 MATHEMATICAL SCIENCES
- 3320 COMPUTER SCIENCES
- 3330 PHYSICAL SCIENCES
- 3340 ENGINEERING SCIENCES
- 3399 GENERAL M.C.P.E. SCIENCES

3400 BEHAVIORAL SCIENCES

- 3410 PSYCHOLOGY
- 3420 SOCIAL SCIENCES
- 3499 GENERAL BEHAVIORAL SCIENCES

3500 HUMANITIES

- 3510 FINE ARTS
- 3520 LETTERS
- 3599 GENERAL HUMANITIES

3600 PROFESSIONS

- 3610 ADMINISTRATIVE PROFESSIONS
- 3620 EDUCATION
- 3630 ENVIRONMENTAL DESIGN
- 3640 HOME ECONOMICS
- 3650 LAW
- 3660 SOCIAL WORK
- 3670 THEOLOGY
- 3690 OTHER PROFESSIONS
- 3699 GENERAL PROFESSIONS

3700 TECHNICAL-VOCATIONAL FIELDS

- 3705 AGRICULTURAL TECHNOLOGIES
- 3710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
- 3715 BUSINESS TECHNOLOGIES
- 3720 CONSTRUCTION TECHNOLOGIES
- 3725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
- 3730 GRAPHIC ARTS TECHNOLOGIES
- 3735 HEALTH TECHNOLOGIES
- 3750 PUBLIC SERVICE TECHNOLOGIES
- 3760 TRANSPORTATION TECHNOLOGIES
- 3790 OTHER TECHNICAL-VOCATIONAL TECHNOLOGIES
- 3799 GENERAL TECHNICAL-VOCATIONAL TECHNOLOGIES

3800 PHYSICAL EDUCATION AND MILITARY SCIENCES

- 3810 PHYSICAL EDUCATION
- 3820 MILITARY SCIENCES

4000 PUBLIC SERVICE UNITS

Extension, i.e. adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit with the primary objective of making available to the general public the benefits of higher education, including activities of a cultural nature, e.g., dramatic and/or musical performances.

A distinction to be kept in mind for this category is that the 4000 classification is not to include degree granting or two-year certificate granting activities which ordinarily are part of 1000.

NOTE: Each organizational unit in the above four categories is to be classified and independently coded in accordance with the classification of SUBJECT FIELDS in column 8 of the Room-by-Room Inventory Sheets. The following categories of organizational units are not to be classified in terms of subject fields.

4100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 4110 GENERAL (Broader than any one multiple of 100 below).
- 4120 UNCLASSIFIED (This category should be avoided).
- 4199 (Classroom Facilities: Room-type coded 110 & 115 only, but only if the rooms are assigned to, or used primarily by, public-service units).

4200 LIFE SCIENCES

- 4210 BIOLOGICAL SCIENCES
- 4220 AGRICULTURAL SCIENCES (Includes agricultural extension).
- 4230 HEALTH SCIENCES
 - 4231 MEDICINE (Includes medical extension).
 - 4232 VETERINARY MEDICINE
 - 4233 DENTISTRY
 - 4234 NURSING
 - 4235 PHARMACY
 - 4236 PUBLIC HEALTH
 - 4238 OTHER HEALTH SCIENCES
 - 4239 GENERAL HEALTH SCIENCES
- 4299 GENERAL LIFE SCIENCES

4300 M.C.P.E. SCIENCES

- 4310 MATHEMATICAL SCIENCES
- 4320 COMPUTER SCIENCES

- 4330 PHYSICAL SCIENCES
- 4340 ENGINEERING SCIENCES (Includes engineering extension.)
- 4399 GENERAL M.C.P.E. SCIENCES

4400 BEHAVIORAL SCIENCES

- 4410 PSYCHOLOGY
- 4420 SOCIAL SCIENCES
- 4499 GENERAL BEHAVIORAL SCIENCES

4500 HUMANITIES

- 4510 FINE ARTS
- 4520 LETTERS
- 4599 GENERAL HUMANITIES

4600 PROFESSIONS

- 4610 ADMINISTRATIVE PROFESSIONS
- 4620 EDUCATION
- 4630 ENVIRONMENTAL DESIGN
- 4640 HOME ECONOMICS
- 4650 LAW
- 4660 SOCIAL WORK
- 4670 THEOLOGY
- 4690 OTHER PROFESSIONS
- 4699 GENERAL PROFESSIONS

4700 TECHNICAL-VOCATIONAL FIELDS

- 4705 AGRICULTURAL TECHNOLOGIES
- 4710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
- 4715 BUSINESS TECHNOLOGIES
- 4720 CONSTRUCTION TECHNOLOGIES
- 4725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
- 4730 GRAPHIC ARTS TECHNOLOGIES
- 4735 HEALTH TECHNOLOGIES
- 4750 PUBLIC SERVICE TECHNOLOGIES
- 4760 TRANSPORTATION TECHNOLOGIES
- 4790 OTHER TECHNICAL-VOCATIONAL TECHNOLOGIES
- 4799 GENERAL TECHNICAL-VOCATIONAL TECHNOLOGIES

4800 PHYSICAL EDUCATION AND MILITARY SCIENCES

- 4810 PHYSICAL EDUCATION
- 4820 MILITARY SCIENCES

NOTE: The following categories of organizational units are not classified by subject fields. Institutional units in categories 5000 through 8000 should be coded simply as the appropriate multiple of 1000.

5000 LIBRARY

Main library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in the 1000-, 2000-, 3000-, or 4000-series above.

6000 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional, research, and/or public-service activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. (Note: This category is intended to include the institutional units ordinarily represented by the budget categories of General Administration, General Service, and Physical Plant).

7000 AUXILIARY SERVICES

Institutional units which are characteristically represented by the types of physical facilities classified as General-Use Facilities (room-type codes in the 600-series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public service units. Includes inter-collegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records. Include so-called "student activities," "student newspapers," "student unions," etc. and similar recreational and social student affairs.

8000 NON-INSTITUTIONAL AGENCIES

Public or private educational or quasi -educational agencies which are on the campus or which occupy part or all of a building of a college or university, but which are not under the direct supervision or control in the institutional administration, irrespective of the degree of association with, or relation to, any institutional units. A set of rooms for preschool children, operated and controlled by an outside agency, which the university assigns to the outside agency, should be included here even though the department of psychology, for example, uses the preschool children for observation or experimentation. A set of rooms

assigned by the university to the XYZ Foundation for the operation of a dental clinic which the Foundation operates and controls should be included here even though the university's Dental School students may practice on the XYZ Foundation Dental Clinic patients. A secondary or elementary school operated and controlled by a religious order should be included here even though the practice teachers of the school or department of education of the college or university may get all or part of their observation and practice teaching in that elementary or secondary school. (Rooms on campus which are leased to outside agencies for their use in operating student oriented tailor shops, hairdresser shops, coin-operated washing machines, shoe shining machines, food vending machines, etc., are primarily NON-INSTITUTIONAL. Likewise, a U.S. Post Office operated on campus by U.S. Governmental personnel in NON-INSTITUTIONAL.)

9000 UNASSIGNED

Facilities which are not assigned to, or are not available to, any institutional unit (or non-institutional agency) at the time of the facilities inventory. The overall code 9000 is intended only for captions and subtotals in tabulated reports; itemized data should be coded in terms of the most appropriate of the following categories only:

9081 INACTIVE: Rooms or other assignable floor areas which are available for assignment, but which are unassigned at the time of the facilities inventory.

9082 ALTERATION OR CONVERSION: Rooms or other assignable floor areas which are temporarily out of use because they are under alteration or conversion (or rehabilitation) at the time of the facilities inventory.

9083 UNFINISHED: Rooms or other assignable floor areas in new buildings, or in new additions to existing buildings, which are unfinished at the time of the facilities inventory.

NOTE: Ordinarily, the rooms or other assignable spaces to be coded as above are those which are also coded in terms of the corresponding room-type categories (081 - Inactive, 082 - Alteration or Conversion or 083 - Unfinished). Otherwise those floor areas will be included in the totals tabulated for whatever other organizational unit categories are coded in the room-by-room records -- e.g., code 1420 for a social-science instructional department, or code 6000 for a general-administration or institutional-service unit.

Thus, a given room or other assignable space which is coded in terms of one of the "unassigned" room-type categories should be coded in terms of the above "unassigned" organizational-unit category with the same last two digits in the code number, unless a specific organizational-unit code (e.g., 1420 or 6000) will appropriately imply that those "unassigned" rooms are so nearly completed and ready for use by the specific institutional unit that they should be included in the total floor area available for that category of organizational units at the time of the facilities inventory.

Similarly, one of the above "unassigned" organizational-unit codes should not be used for a room with a room-type code in the 100-900 series, unless the specific room-type code will appropriately imply that those facilities are so nearly completed and ready for use that they should be included in the total available amount of that type of facilities at the time of the facilities inventory. (In the unusual instance of a recently completed building large enough for future increases in occupancy, organizational-unit code 9081 with specific room-type codes -- e.g., 310 - Office -- would correctly indicate the availability of unassigned rooms which are not in use. Conversely, a specific organizational-unit code with room-type code 081 could correctly indicate that the room is assigned to an institutional unit, but it is not actually in use).

APPENDIX B

TYPE OF ROOM
STANDARD CODES
AND
DEFINITIONS

In the development of this classification scheme for room types, it has not been possible to specify with fine precision the principles of the system. Although it may lack the qualities of a sophisticated, scientific system of classification, the classification of types of rooms does reflect certain principles derived from the experience of those who have dealt with the complex problems of a space inventory. The principles are enumerated below.

1. The type of room definitions should encompass all types of space found in buildings on the campus of an institution of higher education. Although some types of space may be of less interest than others, the omission of any space may lead to the inadvertent omission of appropriate data.
2. Since classroom and teaching laboratory utilization studies are still prevalent, the classification scheme should distinguish between those rooms for which such a utilization study is appropriate, and those rooms or facilities for which such analyses are not appropriate, even though they are used for instructional purposes.
3. Terms associated with function or subject-matter areas should be avoided in the classification of room types. This principle has led to the introduction of some relatively unfamiliar terminology. In order to avoid such functional terms as instruction, research, and library, for example, the terms class laboratory, non-class laboratory, and study facilities have been employed to designate teaching laboratories, research laboratories, and library reading rooms.
4. The proposed classification should not replace existing institutional systems of classifying rooms, but should, to the degree possible, be compatible with existing inventory methods. The categories of space are intentionally broad for purposes of collecting statistical information at the national (or state) level.
5. A corollary of the preceding principle, is that the system should produce meaningful and comparable summary data insofar as possible. Thus, for comparative purposes, it is intended that the definition of classrooms is sufficiently specific to give reasonable assurance that all institutions will report the same types of space within this category. Similar intentions attach to each defined type of space, although it is recognized that some "catch-all" categories are included within the system.
6. The system should be useful in the projection of space needs. The development of factors for the projection of facility needs requires that existing space be grouped in a manner consistent with these factors. This principle precludes the use of a system which merely enumerates space on the basis of popular terminology, such as cold room, balance room, barber shop, studios, darkroom, etc.

STANDARD TYPE OF ROOM CLASSIFICATION

100 CLASSROOM FACILITIES

- 110 Classroom
- 115 Classroom Service

200 LABORATORY FACILITIES

- 210 Class Laboratory
- 215 Class Laboratory Service

- 220 Special Class Laboratory
- 225 Special Class Laboratory Service

- 230 Individual Study Laboratory
- 235 Individual Study Laboratory Service

- 250 Non-Class Laboratory
- 255 Non-Class Laboratory Service

300 OFFICE FACILITIES

- 310 Office
- 315 Office Service

- 350 Conference Room
- 355 Conference Room Service

400 STUDY FACILITIES

- 410 Study Rooms

- 420 Stack

- 430 Open-Stack Reading Rooms

- 440 Library Processing Rooms

- 455 Study Facilities Service

500 SPECIAL-USE FACILITIES

- 510 Armory Facilities

515 Armory Facilities Service

520 Athletic-Physical Education Facilities

523 Athletic Facilities Spectator Seating

525 Athletic-Physical Education Facilities Service

530 Audio-Visual, Radio, TV Facilities

535 Audio-Visual, Radio, TV Facilities Service

540 Clinic Facilities (Non-Medical)

545 Clinic Facilities Service (Non-Medical)

550 Demonstration Facilities

555 Demonstration Facilities Service

560 Field-Service Facilities

590 Other Special-Use Facilities

595 Other Special-Use Facilities Service

600 GENERAL-USE FACILITIES

610 Assembly Facilities

615 Assembly Facilities Service

620 Exhibition Facilities

625 Exhibition Facilities Service

630 Food Facilities

635 Food Facilities Service

640 Health Facilities (Student)

645 Health Facilities Service (Student)

650 Lounge Facilities

655 Lounge Facilities Service

660 Merchandising Facilities

665 Merchandising Facilities Service

670 Recreation Facilities

675 Recreation Facilities Service

- 690 Other General-Use Facilities
- 695 Other General-Use Facilities Service

700 SUPPORTING FACILITIES

- 710 Data Processing-Computer Facilities
- 715 Data Processing-Computer Facilities Service

- 720 Shop Facilities
- 725 Shop Facilities Service

- 730 Storage Facilities
- 735 Storage Facilities service

- 740 Vehicle Storage
- 745 Vehicle Storage Service

- 750 Central Food Stores

- 760 Central Laundry

- 790 Other Supporting Facilities
- 795 Other Supporting Facilities Service

800 MEDICAL CARE FACILITIES

- 810 Human Hospital-Clinic Facilities
- 815 Human Hospital-Clinic Facilities

- 820 Human Hospital-Patient Care Facilities
- 825 Human Hospital-Patient Care Facilities Service

- 840 Dental Clinic Facilities
- 845 Dental Clinic Facilities Service

- 850 Veterinary Hospital-Clinic Facilities
- 855 Veterinary Hospital-Clinic Facilities Service

- 860 Veterinary Hospital-Animal Care Facilities
- 865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

- 910 Residence for Unmarried Persons

911 Bedrooms

912 Lounge

913 Recreation

914 Study

915 Service/shower/bath/laundry/storage/toilet/etc.

916 Dining

917 Dining Service/kitchen

918 Apartment in Dormitory

919 Dormitory Multiple Sleeping Room

920 One-Family Dwelling

930 Multiple Family Dwelling

000 NON-ASSIGNABLE AREA (See Appendix C for directions).

010 Custodial Area

020 Circulation Area

030 Mechanical Area

040 Construction Area

080 UNASSIGNED AREA

081 Inactive Area

082 Alteration or Conversion Area

083 Unfinished Area

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or class laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

215 Class Laboratory Service

Definition: A room which directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses,

and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally or (irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 and 410), nor research laboratories (250.) It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Individual Study Laboratories, or Non-Class Laboratories.

230 Individual Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include individual study facilities which are intended for general study purposes. Study facilities not related to a specific area of study are classified as Study Rooms (410).

235 Individual Study Laboratory Service

Definition: A room which directly serves an Individual Study Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Individual Study Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Individual Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc. which serve a Class Laboratory, a Special Class Laboratory, or an Individual Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A Studio intended to serve a group of students is classified as Class Laboratory.) An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices) as an extension of the activities in an Office (or group of offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized mimeograph and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Service Facilities.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430).

Limitations: This category does NOT include Individual Study Laboratories. An Individual Study Laboratory is limited in use to particular area of study, while a Study Room is intended for general study (or a broad area of study). This category does NOT include Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430).

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities. Separate tape storage rooms for language laboratories should be classified as Laboratory Service. Separate rooms containing musical scores, records and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack, or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices); acquisitions work areas (which are classified as Offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms, Class Laboratories, Special Class Laboratories, Offices, or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-Stack Reading Room, or Library Processing Room as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does NOT include card catalogs, circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by R.O.T.C. units.

Description: This category includes in-door drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an armory are designated as Classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does NOT include Classrooms, Laboratories, or Offices even though they may be located in an athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see below). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, natatoria, and stadia.

Limitations: This category does NOT include temporary or movable-seating areas. Stadia seating by definition is construction area.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does NOT include public toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Class Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc. (in a home demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient

justification for classification as a Field-Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as circulation space .

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms for the preparation of materials and displays, vault or other storage for works of art, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes examination rooms, bedrooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics, and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extension of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and motel-hotel rooms.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service, and private toilets.

Limitations: This category does NOT include public toilets rooms.

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does NOT include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.) or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes storage closets, equipment issue rooms, cashiers desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service Areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used only for instruction should be jointly classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction," "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of FUNCTION; i. e., independently of this room-type classification.)

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, and central stores.

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Class Laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). Materials preparation areas in Audio-Visual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage Service. Engineering drafting rooms serving the physical plant operation are classified as Offices. Blueprint storage rooms are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas should be included.

Limitations: This category does NOT include service areas related to Class or Non-Class Laboratories. It does NOT include vehicular repair facilities ("garages") which are classified as Vehicle Storage Service. Blueprint storage rooms should be classified as Office Service. Public toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room (or structure) which is used to store vehicles.

Description: This category includes rooms (or structures) generally referred to as garages, boat houses, airport hangars, parking ramps, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities which are used to house farm implements.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores building.

Limitations: Offices and conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

760 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institution material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

Note: This category does NOT include student health care facilities.

This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes room generally referred to as examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthalmology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc. serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms, supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction). This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurses stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, surgery rooms, x-ray rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished Veterinary Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities serve as a "home base" for a patient for a relatively long period of time.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description : This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities (See limitations in category 850 for basis of distinction). Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

900 RESIDENTIAL FACILITIES

910 Residence for Unmarried Persons

Definition: A residence designed for unmarried persons

Description: This category includes all bedrooms, non-public bathrooms, dining halls, kitchens, laundry rooms, pressing rooms, and storage rooms in a residence for unmarried persons.

Limitations: Rooms in a residence hall which serve primarily as classrooms should be classified as Classrooms. Offices for staff members should be classified as Offices. Study rooms (for general dormitory resident student use, not areas which are part of bedrooms) should be classified as Study Rooms (914).

911 Bedroom or sleep-study room for one or up to five students.

912 Lounge facilities within dormitory buildings, primarily for residents.

913 Recreation facilities attached to dormitory, primarily for residents.

914 Study rooms (For general dormitory resident student use, not areas which are part of bedrooms).

915 Service areas, non-public bathrooms and shower rooms, laundry rooms, pressing rooms, storage rooms, maids' rooms, eating and dressing spaces for the special staff, and other miscellaneous use rooms which do not fit another category of this 910 series.

916 Dining Halls attached to or part of dormitories and residence halls.

917 Dining hall service, kitchen, refrigerator spaces.

918 Apartment or suite within a dormitory, such as would be occupied by a faculty member, proctor, etc.

919 Large sleeping room in dormitory which houses six or more students

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment building and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

APPENDIX C

CLASSIFICATION
OF
BUILDING AREAS

A logical beginning in devising a physical facilities, inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footages need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING, AND MEASURING BUILDING AREAS

- | | |
|------------------------|----------------------|
| 1. Gross Area | 4. Circulation Area |
| 2. Net Assignable Area | 5. Mechanical Area |
| 3. Custodial Area | 6. Construction Area |

The following pages provide a set of definitions* to identify physical space in institutions of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area may be necessary. However, the area in question must be assigned to one of the six area types.

* The definitions of building areas are based upon Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."



1. Gross Area

a. Definition

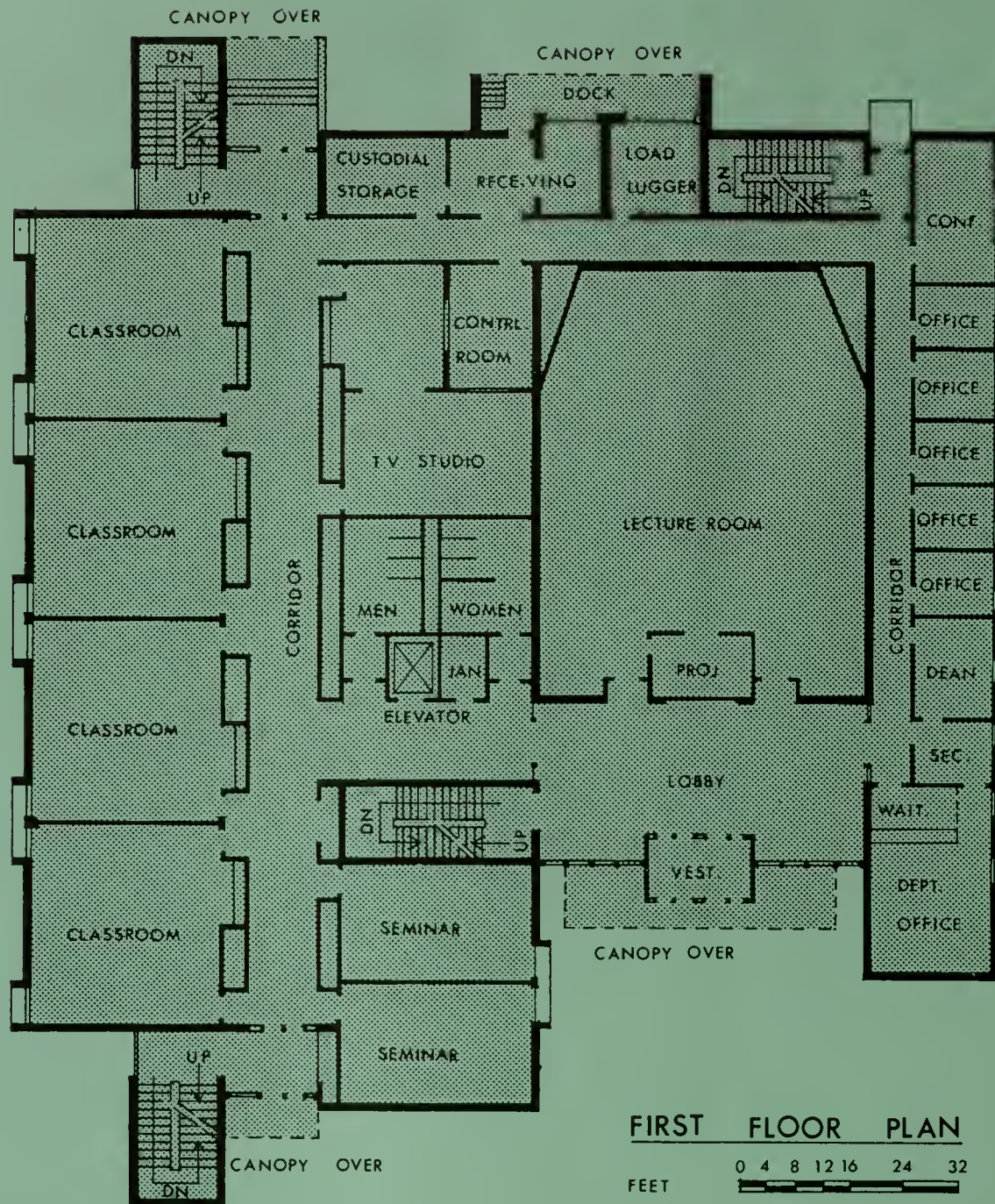
"Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

b. Basis for Measurement

Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

c. Description

In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines,



all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.



GROUND FLOOR PLAN
FEET 0 4 8 12 16 24 32

2. Net Assignable Area

a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.

b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.



c. Description

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.



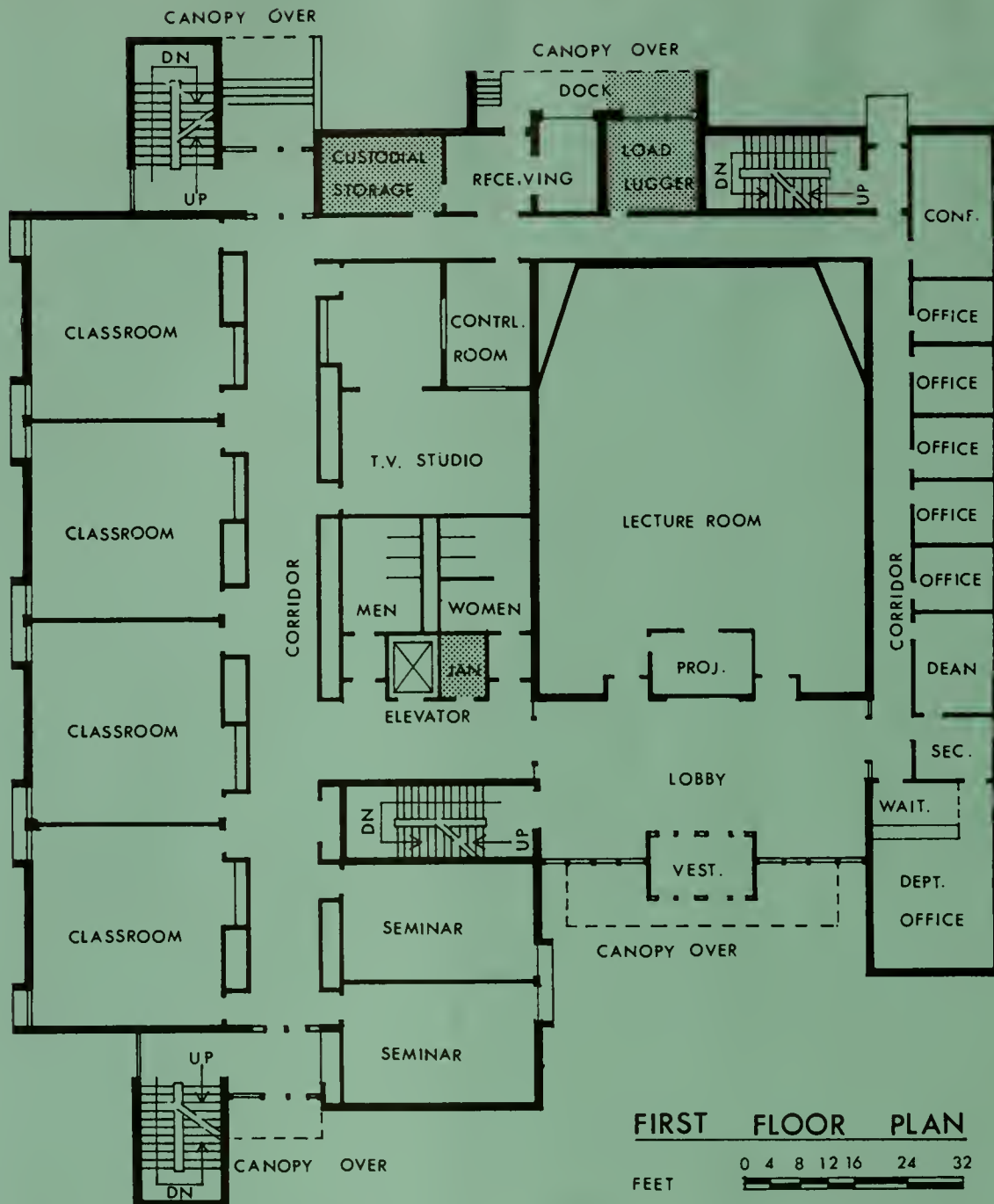
3. Custodial Area

a. Definition

"Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

b. Basis for Measurement

These areas should be measured from the inside surfaces of enclosing walls.



c. Description

Included should be such areas as custodial, locker rooms, janitors' closets, maintenance storerooms.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.



4. Circulation Area

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.



c. Description

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. Limitations

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.



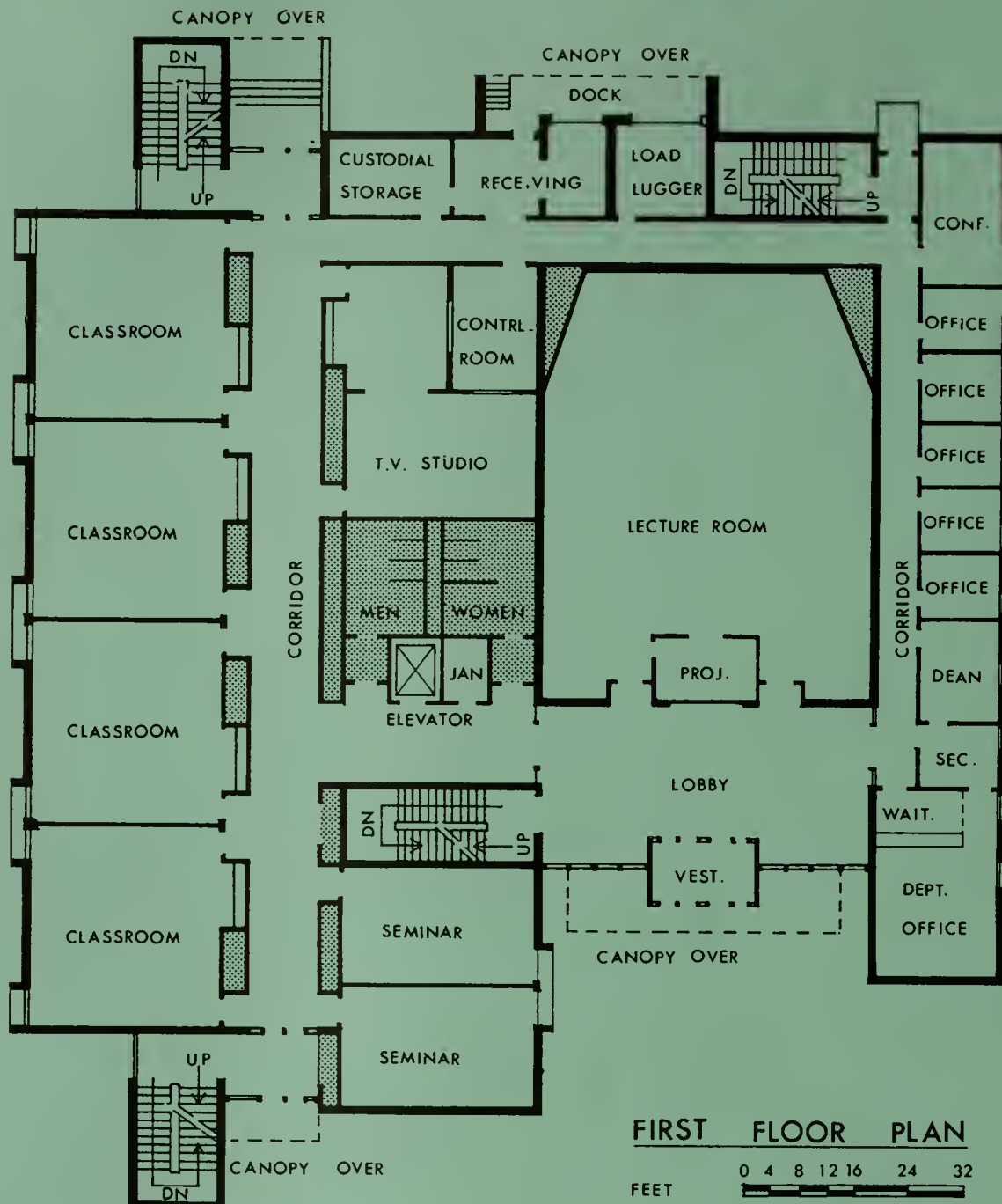
5. Mechanical Area

a. Definition

"Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

b. Basis for Measurement

Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.



c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.



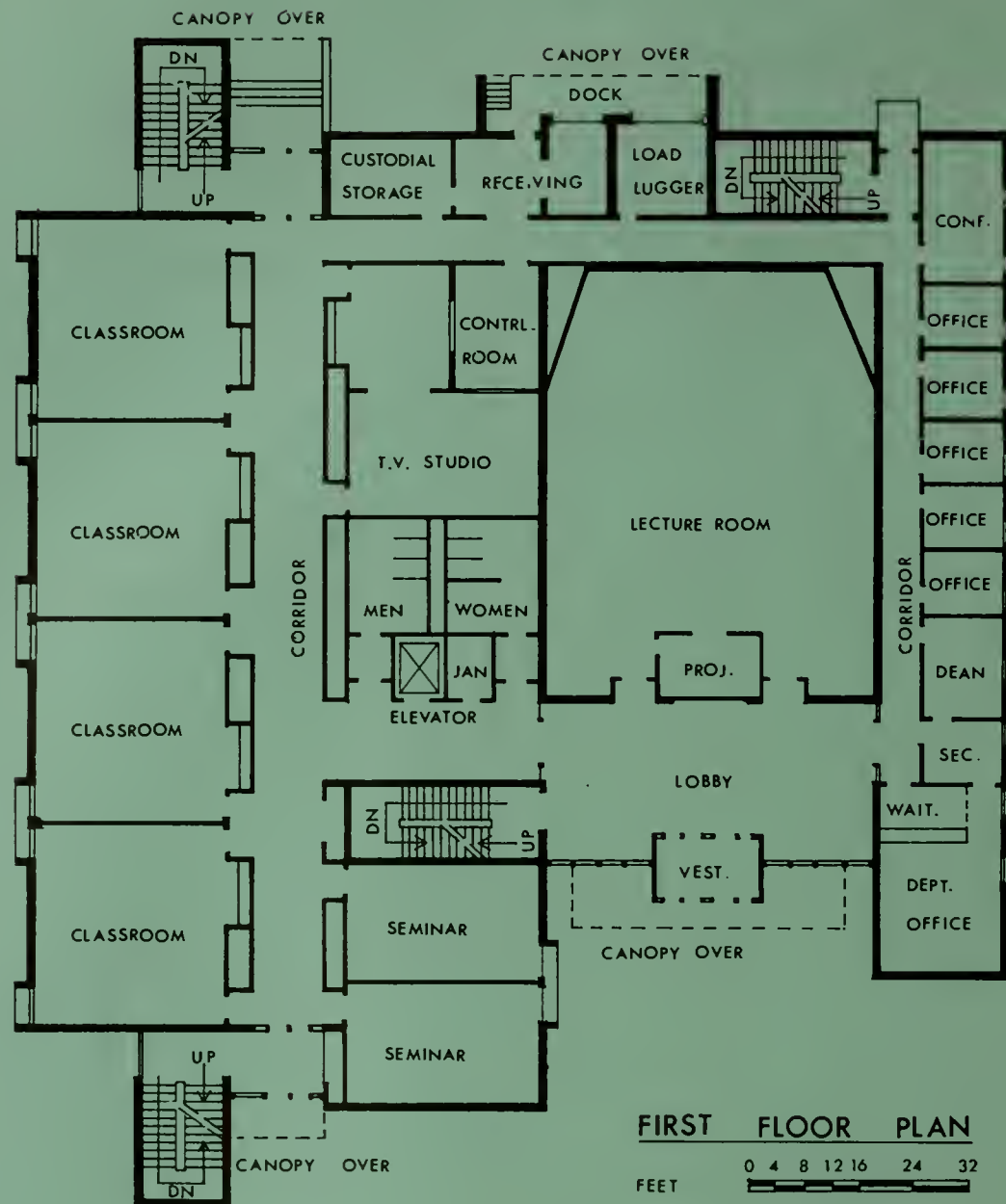
6. Construction Area

a. Definition

"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.



c. Description

Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. Computation of Construction Area

Gross Area	34,578 Square Feet	100.0%
Net Assignable	15,596	45.1
Circulation	10,385	30.0
Custodial	577	1.7
Mechanical	<u>4,186</u>	<u>12.0</u>
Construction	3,834 Square Feet	11.2%

